# Guidelines for Allowable Items for Reimbursement

## Missouri Breastfeeding Peer Counseling Program (BFPC)

<table>
<thead>
<tr>
<th>Categories</th>
<th>Special BFPC Funding 1</th>
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</table>
| Wages, Salary, and Benefits       | - A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.  
- Providing gift certificates to peer counselors in place of salary is not allowed.  
- Hours for providing peer counseling services, attending meetings, and trainings.  
- Hours for managing the program, including supervision.  
- The majority of Special BFPC Funding 1 should be used for peer counselor salary. |

| Other Program Expenses            | All expenses listed below for Special BFPC Funding 2 and any additional expenses necessary to manage an effective Breastfeeding Peer Counselor Program.  
- Includes items that can be given to participants, such as breastfeeding supplies and literature. |

<table>
<thead>
<tr>
<th>Categories</th>
<th>Special BFPC Funding 2</th>
</tr>
</thead>
</table>
| Wages, Salary, and Benefits       | - A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.  
- Providing gift certificates to peer counselors in place of salary is not allowed.  
- Hours for providing peer counseling services, attending meetings, and trainings.  
- Hours for managing the program, including supervision.  
- The majority of Special BFPC Funding 2 should be used for peer counselor salary. |

| Office Costs and Supplies         | Nametags for peer counselors.  
- Breastfeeding resources, such as breast models, breastfeeding books, and dolls.  
- Outreach materials to promote services through BFPC and recruit peer counselors. |

| Training and Retention            | Cost for conducting training sessions or in-services to peer counselors, including cost of training materials.  
- Cost of attending the BFPC training sessions in Jefferson City for program coordinators.  
- Cost of attending regional peer counseling trainings, quarterly meetings, BFPC conferences, and other approved training, including meals, lodging, mileage, and other approved expenses.  
- Recognition items for peer counselors, such as t-shirts. |

| Travel                            | Costs incurred for traveling to and from hospital and home visits, or satellite clinics.  
- Costs incurred for travel for outreach activities. |

| Telephone and Mail                | Cost of a cell phone or cost of making phone contacts while providing peer counseling services.  
- Cost for mailing and postage. |

|                                    | Expenses must be used to support the work of the peer counselor.  
- Items that are distributed to participants are not allowed under Special BFPC Funding 2. |